



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 17.4

### TITLE: DAMAGE AND REPAIRS TO PRIVATE PROPERTY

**EFFECTIVE: 12/3/2017**

**REVISED: Replaces Policy 232**

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#### PURPOSE

The purpose of this Chapter is to provide for the reporting and documentation of incidents where private property has been damaged during the execution of police duties or when the police department determines private property has been damaged by another agency of city government or by city property.

#### INSTRUCTIONS

1. When privately owned property is damaged during the execution of official police duties, the investigating officer shall prepare a separate incident report (EPR) on the circumstances surrounding the property damage prior to the completion of his/her tour of duty.
2. The item number of any related incident report (EPR) arising out of the officer's official duties shall be made part of the report documenting the damaged property.
3. Copies of the approved incident report (EPR) shall be forwarded, within twenty-four hours of approval by the approving supervisor to the:
  - (a) Commander of the Management Services Bureau;
  - (b) Commander of the Bureau supervising the individual(s) involved in the damaged property;
  - (c) City Attorney's Office; and
  - (d) Public Integrity Bureau.
4. In those instances where a structure is damaged to such an extent that it cannot be secured without repairs, the investigating officers at the scene of the incident shall notify Communications Services.
5. Communications Services shall notify the Commander of the Management Services Bureau to effect temporary repairs.
6. The investigating officer(s), or another assigned officer shall remain on the scene until the arrival of the representative of the Management Services Bureau and, upon request of the Management Services Bureau representative, remain on the scene until temporary repairs are completed.

7. Temporary repairs, sufficient to secure the premises, will be completed by Management Services Bureau personnel to all unsecured structures involving burglaries and criminal damage to property where the owner or a concerned party cannot be contacted to secure the premises.
8. A copy of the incident report (EPR) documenting the attempts to contact an owner or representative and the repairs performed shall be forward to the Management Services Bureau within twenty-four hours of approval by the approving supervisor.
9. Incidents involving fallen trees on city property, fallen telephone or utility poles, or other like structures, which damage private property and the property owner or representative cannot be contacted shall be temporarily secured by a representative of the Management Services Bureau.
10. A copy of the incident report (EPR) shall be forwarded by the approving supervisor within twenty-four hours of approval to:
  - (a) The Management Services Bureau;
  - (b) The City Attorney's Office; and
  - (c) The city agency or utility that had primary responsibility for the object which caused the damage to the private property.
11. In all instances where a representative of the police department completes temporary repairs to a structure, an appropriate incident report (EPR) shall be generated by the District / Division officer handling the original call for service.
12. In all instances there is damage to private property, or a claim of damage to private property, photos shall be taken.